



TENTS

I. WHEN IS A BUILDING PERMIT REQUIRED FOR A TENT?

The Ohio Building Code and Cincinnati Zoning Code contains regulations governing the erection of tents larger than 200 square feet in area. Therefore, a building permit is required for any tent exceeding these limitations prior to the tent's placement. Contact the Permit Center at 352-3271.

II. WHAT CODES/REGULATIONS ARE APPLICABLE?

All work performed must be in accordance with the Cincinnati Zoning Code, the Ohio Basic Building Code, and all other applicable laws and ordinances.

Contact the following agencies:

Building Code Plans Examination - 352-3313

Zoning Code Administration - 352-3273

III. HOW DO I OBTAIN A PERMIT?

Complete an application for a permit and submit three copies of plans for review to the Business Development & Permit Center, 3300 Central Parkway, Cincinnati, Ohio 45225. The permit fee shall be due when the permit application has been approved. The application and plans shall include the following information:

A. Permit Application. Complete applicable portions including the section entitled "Other", indicating:

1. Intended use
2. Date of erection
3. Date(s) of occupancy
4. Date tent will be dismantled

NOTE: Tents erected for a period of 180 days (per the CBC 107.1) or longer shall be reviewed as permanent structures and shall meet compliance as such with all applicable portions of the Ohio Building Code and Cincinnati Zoning Code.

B. Plot Plan - Drawn to scale showing:

1. Size of tent
2. Distances to other structures
3. Location on the property

C. Additional Requirements

1. Fabric flame resistance certificate in accordance with NFPA 701
2. Staking/tie-down information
3. Seating layout, aisle widths, path of travel and other requirements as applicable per the Ohio Building Code
4. Side panels (if any) and exit information

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IV. WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?

The aforementioned agencies will review the application. If any of the agencies has questions or comments, they will contact the person listed on the application.

Upon receipt of the necessary plan revisions and approvals, the permit staff will notify the applicant that the permit is ready and the permit fee will be due. (Fees are based on a monthly/square footage basis.)

NOTE: Tents to be used for a circus, menagerie, carnival, or similar form of public entertainment subject to the provisions of Chapter 825 of the Cincinnati Municipal Code shall not be approved without written consent of the City Manager. Tents for these uses shall not be used for more than three consecutive days, unless approved by City Council.

V. WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?

All tents shall be erected in accordance with the approved plans, the Cincinnati Zoning Code, Ohio Building Code, and other applicable ordinances. The permit will expire after the date stated for dismantling of the tent.

VI. INSPECTIONS REQUIRED (24-hour minimum notice)

Contact the Department of Buildings and Inspections, (General Building Inspections) at 352-3267 and the Cincinnati Fire Department (Fire Prevention Bureau) at 357-7585.

IF INSPECTIONS ARE REQUESTED DURING OTHER THAN NORMAL WORKING HOURS, THE PARTY REQUESTING INSPECTIONS SHALL BE RESPONSIBLE FOR THE INSPECTION COSTS INCURRED. AN INSPECTION REQUEST FORM MUST BE SIGNED BEFORE A CERTIFICATE OF INSPECTION IS ISSUED.

VII. Certificate of Inspection Required !

ALL TENTS SHALL HAVE A CERTIFICATE OF INSPECTION POSTED IN A CONSPICUOUS AREA ON THE INTERIOR OF THE TENT BEFORE OCCUPANCY.

FORM tents